U.S. Department of Commerce Recruitment and Staffing Summit October 28, 2004 Recruitment Principles

Best Practices

Logistics

Bring Water

Prepare! Review the materials ahead of time

Wear comfy shoes

Register early so DOC can appear in literature, etc.

Mixed Recruitment teams. Sr, Jr. and HR person

Ship packages to own hotel rooms to avoid "accidents."

Identify other federal agencies and trade needs. (literature, etc.)

If event is at a university, go to the career office, get a feel of the school

Send messages out to departments and student organizations ahead of time to let them

know of job fair and to set up additional information sessions

If you can identify students ahead of time, send them personal letters

If you are at a booth and the line gets long, talk to more people at once

Have a salary chart handy

Take "emergency kit" in case materials do not arrive

Have directions to, and addresses and phone numbers of hotel and location of event

Have Fed-Ex Tracking number

Coordinate shipping of materials ahead of time

Buy candy for booth

Stav in constant communication with hiring managers

Outreach

Ask about the students. Make the interaction personal

Provide career counseling. Often times people do not think they are qualified for jobs. (Example: teachers) so recruiters must be able to match and courage them to think broadly

Emphasize the benefits of working for the Federal Government. TSP's, leave, upward mobility

Network with other recruiters

Lessons Learned

Logistical

Don't leave early Don't sit behind the table the entire time Don't fake it

Outreach

Don't be afraid to approach people.

Don't just focus on graduates. Speak to freshman and get them to begin thinking about working for DOC.

Don't be afraid to recruit "after hours." A lot of networking takes place outside of formal settings.

Don't waste the goody giveaways.